

## HUMAN RESOURCES DIVISION

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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### EMPLOYMENT OPPORTUNITIES

**JOB POSTING #** 59-21  
**POSTED:** 08/18/2021, 12:00 p.m.  
**EXPIRATION:** Until Filled  
**TITLE:** PARALEGAL (Position Code #1573)  
**SALARY:** DOQ  
**DEPARTMENT:** LEGAL  
**DIVISION:** LEGAL

### GENERAL PURPOSE

Under the supervision of the Corporation Counsel, this position provides a broad range of paraprofessional, technical and administrative support services to the Corporation Counsel and other professionals within the Legal Department and others as directed. This position performs paralegal work of professional difficulty, assisting in all aspects of litigation and discovery, legal research, general research and analysis and drafting of legal and municipal documentation. Prepares various routine and specialized administrative documents and correspondence, and provides assistance to other City of Joliet employees in administrative hearings and proceedings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts legal research, general research and data analysis as directed; gathers materials from recognized sources of legal and governmental information such as case reporters, annotations, on-line research resources, case digests, treatises and encyclopedias, practice manuals, published laws and regulations, ordinance compilations, official City records and other public records and information;

Provides assistance to members of the Legal Department and other City personnel regarding legal matters involving the City of Joliet and its officials and employees;

Prepares a wide variety of legal documents under attorney supervision;

Operates a personal computer to prepare, review and revise documents for performance of the duties of the position or for attorney review;

Establishes, maintains, and processes files, correspondence, databases, records, certificates, and/or other documents;

Helps represent the City of Joliet at administrative hearings and meetings by providing, analyzing, and organizing evidence and other information;

Drafts or assists in the drafting and reviewing of ordinances, resolutions, notices, contracts and agreements entered into by the City of Joliet, under guidance and supervision of attorneys;

Schedules, coordinates, and facilitates depositions, hearings, proceedings, interviews, meetings and conferences;

Provides administrative support services to professional members of the Legal Department as directed;

Provides occasional relief and assistance to administrative staff of the Legal Department as directed;

Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in municipal law and in other related areas; Performs other related duties as assigned by the Corporation Counsel.

#### **POSITION REQUIREMENTS**

Ability to draft legal documents, such as pleadings, legal responses, affidavits, position statements and briefs.

Eligible for employment by an Illinois unit of local government.

Ability to develop and maintain record-keeping systems and procedures.

Ability to gather and organize legal evidence.

Knowledge of litigation and legal contract, agreement, and settlement procedures and documentation.

Knowledge of planning and scheduling techniques.

Skill in organizing resources and establishing priorities.

Knowledge of office management principles and procedures.

Ability to maintain confidentiality of records and information.

Ability to type accurately from a clear copy or rough draft.

Requires the ability to maintain complex records and various legal documents, preparing reports and statistics from such records.

Ability to communicate effectively both orally and in written form.

Ability to make minor decisions in accordance with State law, ordinances, regulations and established policies.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to get along well with others, clerical aptitude, good judgment, tact and courtesy.

#### **SPECIAL REQUIREMENTS**

A valid State driver's license.

#### **REQUIRED QUALIFICATIONS**

Minimum high school diploma; Paralegal certificate, and five years relevant experience in a law office or similar organization preferred; or

Associates Degree, with an emphasis in Paralegal Studies or related field, and three years relevant experience in a law office or similar organization preferred; or

Bachelor Degree, with an emphasis in Paralegal Studies or related field, and one year relevant experience in a law office or similar organization preferred.

Proficient in Microsoft Office; knowledge of Laredo, Will County court system, Tyler-Munis, U.S. District Court CM/ECF system, and Contentverse are helpful.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**